

BUILDING PERMIT REQUIREMENTS: COMMERCIAL OR MULTI-FAMILY



MULTI-FAMILY, INDUSTRIAL AND COMMERCIAL NEW CONSTRUCTION

APPOINTMENTS ARE REQUIRED FOR INTAKE OF NEW MULTI-FAMILY, INDUSTRIAL AND COMMERCIAL PERMIT SUBMITTALS. PLEASE CALL TO SCHEDULE AN INTAKE APPOINTMENT WITH JAN CONKLIN AT (425) 430-7276.

COMPLETE BUILDING PERMIT SUBMITTAL FOR EACH BUILDING SHALL INCLUDE:

- ☐ 1. Receipt for Construction Plan Review fees from Public Works Customer Service. (See construction fee schedule handout attached).
- ☐ 2. **3-2-2 RULE** – The applicant shall submit **three** complete sets of plans containing architectural, structural, civil, landscaping, sprinkler, electrical, and mechanical plans, **two** additional sets of architectural and structural plans, and **two** sets of civil plans containing water, off-site improvements, sanitary sewer, storm sewer, and TESCP. **Additionally**, please provide an electronic copy of the complete set of plans on a USB flashdrive.
- ☐ 3. Where specifications supplement construction drawings, submit two copies.
- ☐ 4. Stress/structural calculations and geotechnical report are required (two copies).
- ☐ 5. Storm Drainage Analysis (TIR) in accordance with City Ordinance (two copies).
- ☐ 6. A Fill Source Statement certified by a professional engineer licensed in the State of Washington on appropriate City form (one copy) if:
 - The property is located in Zone 1 of the Aquifer Protection Area and the volume of imported fill will exceed 50 cubic yards; or
 - The property is located in Zone 2 of the Aquifer Protection Area and the volume of imported fill will exceed 100 cubic yards.Refer the form entitled “Fill Source Statement” for more information. Contact the Development Services Division to determine if your project site is in the APA.
- ☐ 7. A Special Inspection Authorization Form.
- ☐ 8. NREC Energy code checklist required for non-residential buildings. For multi-family projects provide residential energy code checklist and exterior power lighting budget. Use **2012 Washington State Energy Code**. (One copy)
- ☐ 9. Additional studies for properties located in or near critical areas (wetlands, steep slopes, creeks, etc.) may be required. An environmental impact checklist may also be required. If this process is completed or under way, include City project number _____. Contact the Development Services Division at 425-430-7200 x 1 for further information.

THE SITE PLAN SHALL CLEARLY SHOW THE FOLLOWING:

1. Scale and north arrow.
2. Location, identification and dimensions of all buildings, property lines, streets, alleys and easements. Indicate condition of all public right-of-ways and submit verification of rights to use easements.
3. Off-street parking layouts and driveways showing circulation and paving.
4. Show new and existing curbs, gutters, sidewalks, street paving, storm drainage, and submit storm drainage calculations.
5. Show fire hydrant locations (new and existing) within 300 feet of building.
6. Show lighting and sign standards (new and existing).
7. Location of garbage containers and recycling collection center.
8. Grading plan required, showing proposed and existing contours and elevations of site.

**GENERAL NOTES MUST INCLUDE THE FOLLOWING:
(PREFERABLY ON COVER SHEET)**

1. The full name of the project.
2. The name, address and telephone number of owner and agent(s).
3. The area, in square feet or acres, of the project site.
4. The existing zoning of the project site.
5. The seismic design category of the project site.
6. The floor, roof and wind design loads.
7. The proposed use of the building(s) – if a multi-family dwelling, indicate number of units.
8. The IBC designation of occupancy group.
9. The IBC type of construction of proposed building(s).
10. The area of each building in square feet.
11. The occupancy load (maximum capacity) of each building.

LANDSCAPE PLAN, (DETAILED):

Two (2) copies drawn to the same scale as the project site plan WITH ALL OF THE FOLLOWING:

1. Date, graphic scale, and north arrow
2. Location of proposed buildings, property lines, walks, parking areas, and access, and existing buildings to remain.
3. Names and locations of abutting streets and public improvements, including easements.
4. Existing and proposed contours at five-foot (5') intervals or less.
5. Detailed grading plan.
6. Location and dimensions of planting areas (the width of a landscaping area when curbed shall be measured from inside to inside of the curbs).
7. Location and height for proposed berming.

8. Locations, elevations, and details for any proposed landscape-related structures such as arbors, gazebos, fencing, etc.
9. Location, size, spacing and names of existing and proposed shrubs, trees, ground covers, and decorative rockery or like landscape improvements in relationship to proposed and existing utilities.
10. Names of existing and proposed vegetation.
11. Detailed planting plan (soil mix, planting depth and width, and bark mulch depth).

**NOTES – PLANS WILL NOT BE ACCEPTED FOR
A PERMIT WITHOUT THE FOREGOING INFORMATION.**

- ** After each section has approved the proposed construction, the required permits will be issued and the builder's copy of the approved plan turned over to the applicant. THE BUILDER'S COPY MUST BE AVAILABLE TO INSPECTORS AT THE JOB SITE AT ALL TIMES.
 - ** Separate permits are required for, but not limited to, plumbing, electrical, septic tanks, signs, refrigeration equipment, sewer hook-ups and off-site improvements, such as sidewalks, curbs and gutters, water mains, curb cuts for driveways, storm drainage, street lighting and street signs.
 - ** The Building Inspection/Permits Section will be responsible for the inspection and enforcement of requirements of building, plumbing, heating, electrical, occupancy, fire resistive construction, parking, signs and any other building requirements not specifically provided for below.
 - ** The Fire Department will be responsible for the inspection and enforcement of requirements for fire alarm systems, fire extinguishing systems, fire hydrants, fire lane access and fire exits.
 - ** The Public Works Inspection/Permits Section will be responsible for the inspection and enforcement of requirements for grade and drainage, curbs, gutters, sidewalks, access and egress from parking areas, water service, sanitary sewers, sidesewers, storm drainage, street lighting, and street signs.
 - ** No new oil heating systems will be allowed in the aquifer protection areas.
 - ** A Certificate of Occupancy will not be issued until all departments have given final approval.
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APPLICATION ACCEPTED BY: _____

DATE: _____

SUBMITTAL REQUIREMENTS

CONSTRUCTION PERMIT APPLICATION

PER ORDINANCE NO. 4345

Planning Division | Development Engineering Section
1055 S Grady Way – Renton, WA 98057
Phone: (425) 430-7200 | www.rentonwa.gov

1. Fill out Construction Permit Application form and Construction Permit Cost Breakdown form. It is required that you provide your best estimate on the cost of proposed improvements to water (if the project has City of Renton water service), wastewater (if the project has City of Renton wastewater service), stormwater, and transportation facilities, both on-site and off-site.
2. Pay the inspection/approval fee, as determined on the attached Construction Permit Cost Breakdown form, at the 6th floor Customer Service Counter of Renton City Hall. You may call (425) 430-7266 beforehand to verify the fee. You will be given a receipt for the payment.
3. Deliver a copy of the inspection/approval fee receipt to the 6th floor Customer Service Counter of Renton City Hall along with your sets of utility plans.
4. At permit issuance, a 3% Technology Surcharge Fee will be added to all permit fees. This fee will **NOT** be collected at the time of plan submittal.

CONSTRUCTION PERMIT APPLICATION

Planning Division | Development Engineering Section

Phone: (425) 430-7200 | www.rentonwa.gov

☐ New Building ☐ Addition to Existing ☐ Tenant Improvement

Project Address: _____

Work Description: _____

King County Tax Assessor Number: _____

Legal Description: _____

Square Footage of Entire site _____ Impervious Area _____

Property Owner: _____

Address: _____

City/State/Zip: _____ Phone/Fax: _____

Applicant: _____

Address: _____

City/State/Zip: _____ Phone/Fax: _____

When applying for redevelopment, credit

Water meter size: _____ Account No: _____

Information provided by Utility Billing (425) 430-6852

This application does not constitute a permit to work.

Work is not to commence until a construction permit is issued.

I certify that the information on this application is accurate to the best of my knowledge and I will be responsible for any additional fees resulting from a different valuation.

Print Name

Signature

Date

DEVELOPMENT ENGINEERING CONSTRUCTION PERMIT INSPECTION/APPROVAL
FEE CALCULATION WORKSHEET

50% INSPECTION/APPROVAL FEES PER ORDINANCE NO. 4345

PROJECT NAME: _____

1. Estimate the total cost of offsite and onsite improvements for water lines (for City of Renton water service), sewer lines (for City of Renton sewer service), stormwater facilities, and roadway improvements for your project. Enter estimated costs in items (A) through (D) below.

(A) Water	\$ _____
(B) Sewer	\$ _____
(C) Stormwater (Includes On-Site Pavement)	\$ _____
(D) Roadway (Street, sidewalks, street lighting, etc.)	\$ _____
(E) Total Improvements (A) + (B) + (C) + (D) = (E)	\$ _____

2. Calculate 50% inspection/approval fee for total improvements, as follows:

(F) 3% of First \$150,000 of (E)	\$ _____
(G) 2.5% of over \$150,000 but less than \$300,000 of (E)	\$ _____
(H) 2% of over \$300,000 of (E)	\$ _____
(I) Total 50% Inspection/Approval Fee: (F) + (G) + (H) = (I)	\$ _____

3. Breakdown of 50% Inspection/Approval Fees is performed as follows:

(J) 50% Water Fee $((A) \div (E)) \times (I) = (J)$	\$ _____
(K) 50% Sewer Fee $((B) \div (E)) \times (I) = (K)$	\$ _____
(L) 50% Stormwater Fee $((C) \div (E)) \times (I) = (L)$	\$ _____
(M) 50% Roadway Fee: $((D) \div (E)) \times (I) = (M)$	\$ _____

4. Check: Make sure $(J) + (K) + (L) + (M) = (I)$ _____

SAMPLE CALCULATION

DEVELOPMENT ENGINEERING CONSTRUCTION PERMIT INSPECTION/APPROVAL
FEE CALCULATION WORKSHEET

50% INSPECTION/APPROVAL FEES PER ORDINANCE NO. 4345

PROJECT NAME: XYZ Apartments

1. Estimate the total cost of offsite and onsite improvements for water lines, sewer lines, stormwater facilities, and roadway improvements for your project. Enter estimated costs in items (A) through (D) below.

(A)	Water	\$ 45,000
(B)	Sewer	\$ 20,000
(C)	Stormwater (Includes On-Site Pavement)	\$ 108,000
(D)	Roadway (Street, sidewalks, street lighting, etc.)	\$ 62,000
(E)	Total Improvements $45,000 + 20,000 + 108,000 + 62,000 = 235,000$	\$ 235,000

2. Calculate 50% inspection/approval fee for total improvements, as follows:

(F)	3% of First \$150,000 of (E) $.03 \times 150,000 = 4,500$	\$ 4,500
(G)	2.5% of over \$150,000 but less than \$300,000 of (E) $.025 \times 85,000 = 2,125$	\$ 2,125
(H)	2% of over \$300,000 of (E)	\$ 0
(I)	Total 50% Inspection/Approval Fee: $4,500 + 2,125 + 0 = 6,625$	\$ 6,625

3. Breakdown of 50% Inspection/Approval Fees is performed as follows:

(J)	50% Water Fee $(45,000 \div 235,000) \times 6,625 = 1,268$	\$ 1,268
(K)	50% Sewer Fee $(20,000 \div 235,000) \times 6,625 = 564$	\$ 564
(L)	50% Stormwater Fee $(108,000 \div 235,000) \times 6,625 = 3,045$	\$ 3,045
(M)	50% Roadway Fee: $(62,000 \div 235,000) \times 6,625 = 1,748$	\$ 1,748

4. Check: Make sure $1,268 + 564 + 3,045 + 1,748 = 6,625$

\$ 6,625